

# IELTS Vocabulary 3.

Study, Work, Education, Reading

- Words
- Collocations
- Articles



# 3

## Study, Work, Education, Reading

# Words & Collocations

## Study

### School



- lab work = laboratory experiments
  - dissection = cutting up animals for scientific research
  - scheduled lessons = lessons which are planned and written into a school curriculum
  - algebra = formulas and equations in mathematics
  - to give out or assign homework / to do or complete homework
  - to complete high school / to graduate high school
  - to do, to participate or to take part in school activities or sport
  - tracing = copying, outlining in pencil
  - tone deaf = without an ear for music = unable to appreciate or hear different music and notes
- 
- ***to attend classes***: to go to classes
  - ***bachelors degree***: an undergraduate course which usually lasts 3-4 years
  - ***boarding school***: a school where pupils live during term time
  - ***distance learning***: a way of studying where tuition is carried out over the Internet or by post
  - ***face-to-face classes***: as opposed to distance learning the traditional way of studying in a classroom with colleagues and a teacher
  - ***to fall behind with your studies***: to progress less quickly than others
  - ***to give feedback***: to offer guidance on a student's work

- ***a graduation ceremony***: an event where a successful student receives his or her academic degree
- ***higher education***: education, usually in a college or university, that is followed after high school or secondary school
- ***an intensive course***: a course that offers lots of training in order to reach a goal in as short a time as possible
- ***to keep up with your studies***: to not fall behind
- ***to learn something by heart***: to memorize it
- ***a mature student***: a student who is older than average and who has usually returned to education after a period at work
- ***masters degree***: a period of study which often follows the completion of a bachelors degree or is undertaken by someone regarded as capable of a higher-level academic course
- ***to meet a deadline***: to finish a job or task in the time allowed or agreed
- ***to play truant***: to stay away from classes without permission
- ***private language school***: an independent school run as a business concern
- ***public schools***: exclusive independent schools in the UK
- ***a single-sex school***: a school where only boys or girls attend (as opposed to a mixed-sex school)
- ***to sit an exam***: to take an exam
- ***state school***: a school paid for by public funds and available to the general public
- ***subject specialist***: a teacher who has a great deal of knowledge about the subject they teach.
- ***to take a year out***: to spend a year working or travelling before starting university
- ***tuition fees***: the money paid for a course of study
- ***to work your way through university***: to have a paid job whilst studying to support yourself financially

# University



- to graduate from a university = complete a degree course / to finish university
- to enroll on a degree course = put your name down for a degree course
- to major in physics = to choose physics as your main subject at university
- to attend a lecture = to go to listen to a speaker at university often with a large audience in a lecture theatre
- to attend a tutorial = to go to a meeting with a professor usually in small group held in his/her office
- deliver a lecture = to give a talk or presentation
- to lecture in media studies = to talk about media studies or to teach media studies at university
- the faculty of business = a department specialising in business at university
- to read history = to study history
- to do or complete coursework = doing project work or assignments as part of your course
- undergraduate (n) = someone currently doing their first degree
- graduate (n) = someone who has completed a degree course
- note-taking = being able to take notes in a lecture while the lecturer is talking
- keeping up with the work load = being able to maintain the level of studying required
- fall behind with studies = fail to keep pace with the school / university work



- literate = to be able to read and write
- illiterate = unable to read and write
- the literacy rate = the percentage of people in a country or region able to read and write
- comprehensive education = a well-rounded, broad education covering a variety of subjects
- scholarship = an award of either free or supported education for high achievers
- student loan = money taken by a student to pay for their education which they must pay back after graduating
- pay off a student loan = to repay money borrowed for university education
- intensive course = a course which runs over a short period of time but contains a lot of information and training
- play truant / truancy = not attending school / being absent from school without permission
- gap year = to take a year out between high school and university

## 1. Types of school

word/phrase	part of speech	meaning	common collocations	example
primary	adjective	the type of school for children ages 5-11	primary school, primary education	I think primary education should be compulsory worldwide.
secondary	adjective	the type of school for children age 11 and up	secondary school, secondary education ( <i>synonym: high school</i> )	I still keep in touch with many of my friends from secondary school.
mixed	adjective	a school where girls and boys are taught together ( <i>antonym: single-sex school</i> )	mixed school, mixed-sex education, mixed-gender education	In my opinion, mixed schools are the way forward.

## 2. School work



word/phrase	part of speech	meaning	common collocations	example
assignment	noun	a piece of work given to someone as part of their studies	homework assignment, reading/writing assignment	Back then, I was working on my last <u>reading</u> assignment of the term
lecture	noun	a formal talk on a subject	deliver/give/present a lecture, attend/go to a lecture	She delivered a very interesting lecture.
thesis	noun	a long piece of writing on a particular subject	write a thesis, complete a thesis, a thesis about/on (subject)	I wrote my thesis on effective treatment strategies for children with ADHD.

### 3. Qualifications: university & college



word/phrase	part of speech	meaning	common collocations	example
bachelor's degree	noun	a first degree at college or university	a bachelor's degree in (subject)	I have a bachelor's degree in
fellowship	noun	money for teaching or study given to a person studying for an advanced degree	to apply for a fellowship, to be awarded a fellowship	I then applied for a research fellowship at the university.
doctorate (PhD)	noun	the highest degree from a university	to do a doctorate in (subject), to have a doctorate, a doctorate degree	In developing countries, there aren't as many people with doctorate degrees.

#### 4. People in education

word/phrase	part of speech	meaning	common collocations	example
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principal	noun	the person in charge of a school	school principal	She was the school principal for 15 years
graduate	noun	a person who has finished their school, college or university education	high school/ college/university graduate, a graduate in (subject), a graduate of (school)	There are many opportunities for university graduates nowadays.
professor	noun	a teacher of high rank in a university	college/university professor, visiting professor, (history, law, etc.) professor, professor of (history, law, etc.)	He later became a professor at a local university.

## **5. Benefits and drawbacks of higher education**

### **Benefits**

- **Open the door to better employment opportunities**

Example: It is suggested that doing master degree will open the door to better employment opportunities.

- **Contribute to society**

Example: An increasing number of higher educated workers could have a good contribution to society in terms of economy

### **Drawbacks**

- **Require a huge investment in term of time and money**

Example: Generally, continuing higher education will require a huge investment in term of time and money.

- **Lose the current job**

Example: When you decide to continue higher education, you have to face the risk of loosing your current job.

## **6. Common Phrases And Idioms For IELTS Speaking Topic: Education**

**1. State school:** a school paid for by public funds and available to general public

Example: Because my budget is limited, then get a scholar ship and go to state school is a great idea.

**2. Private school:** a school that is not supported by government money, where education must be paid for by the children's parents

Example: A private school usually offers good educational facilities compared to a public school.

**3. Higher education:** education, usually in a college or university, that is followed after high school or secondary school

Example: Lisa moved to American with the purpose of continuing her higher education.

**4. To work your way through university:** to have a paid job while studying to support yourself financial

Example: Peter has had to work his way through university, thus he barely has free time.

**5. Tuition fees:** the money paid for a course of study

Example: In order to pay for the tuition fees, I have been doing many part-time jobs.

**6. To keep up with your studies:** to not fall behind

Example: If you want to keep up with my studies at university, you have to spend more time on self-study.

**7. To fall behind with your studies:** to progress less quickly than other

Example: Sara spent almost her time on going out rather than studying, which caused her to fall behind with her studies, thus she failed the exam.

**8. To sit an exam:** to take an exam

Example: The time when I have to sit an exam is really stressful, because I need to stay up all night and have less time to relax.

**9. To attend classes:** to go to classes

Example: In order to pass the final exam, it is suggested that you should attend to all of the classes.

**10. Face to face classes:** join in courses in classroom with colleagues and teachers.

Example: When you take part in a face to face class, you will have an opportunity to interact with teachers in person, then you can respond to the teacher immediately.

**11. Distance learning:** a way of studying, in which you will learn, and communicate with teachers and classmates through the internet.

Example: One benefit of taking distance learning course is the timetable will be flexible, which means you can study whenever and wherever you want.

**12. To learn something by heart:** to memorize it

Example: The course requires me to learn a lot of things by heart, which is quite hard for me.

**13. To take a year out:** to take a gap year

Example: Before going to the university, I decided to take a year out to travel to some countries.

**14. A graduation ceremony:** an event that successful student receive his or her academic degree

Example: a graduation ceremony is one of the most important day in a student life.

**15. Gain/obtain knowledge**

Example: Taking academic course will help students to gain a great deal of knowledge.

## Words used to describe someone who works hard



efficient

ADJECTIVE

someone who is efficient works well and quickly and is good at organizing their work in the way that gets the best results

## productive

ADJECTIVE

working hard and producing or achieving a lot

## committed

ADJECTIVE

loyal to a belief, organization, or group, and willing to work hard for it

## hard-working

ADJECTIVE

a hard-working person puts a lot of effort into their work

## conscientious

ADJECTIVE

working hard and careful to do things well

## diligent

ADJECTIVE

FORMAL someone who is diligent works very hard and very carefully

## industrious

ADJECTIVE

FORMAL always working very hard

assiduous

ADJECTIVE

FORMAL hard-working and thorough

tireless

ADJECTIVE

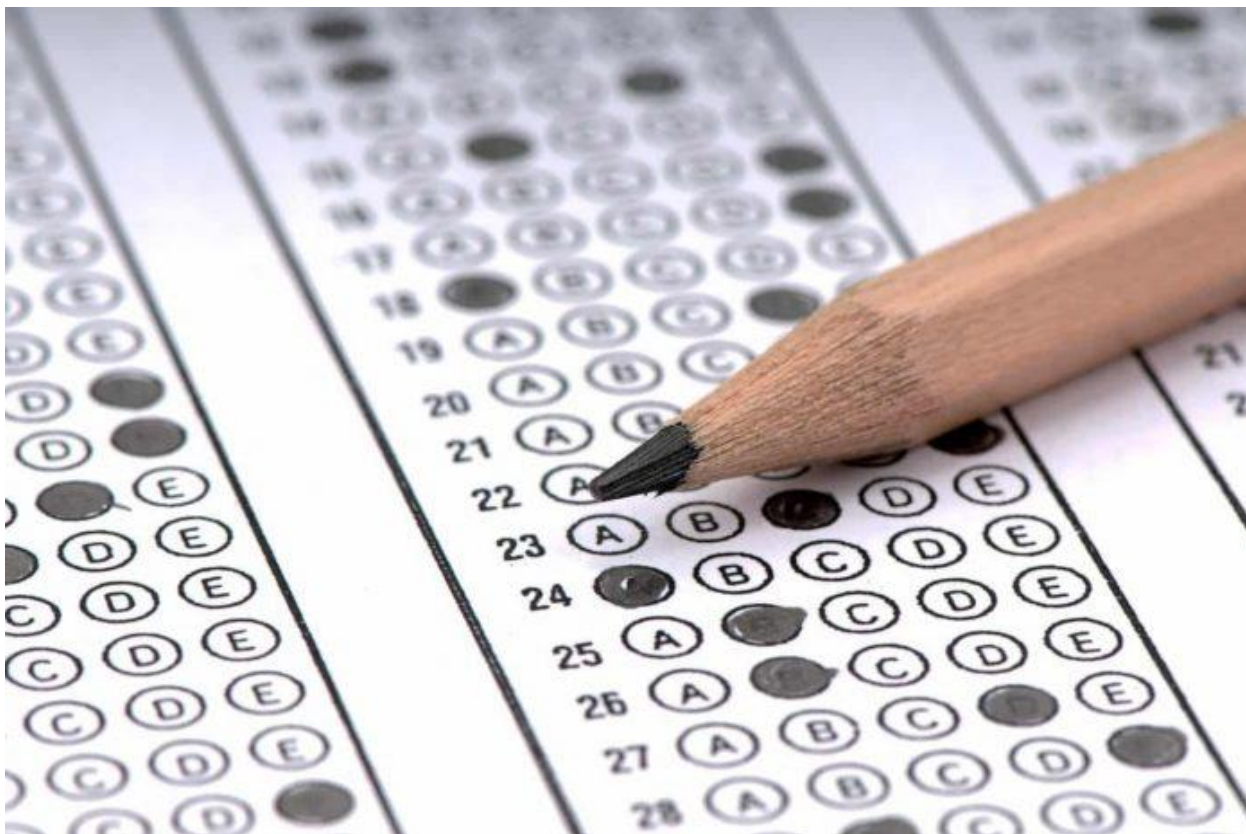
SHOWING APPROVAL working very hard without stopping

hard at work

PHRASE

working with a lot of effort

# General words for exams and taking exams



## assessment

NOUN

EDUCATION a piece of work or an exam done by a student so that teachers can judge their level or progress

## borderline

ADJECTIVE

not good enough to definitely pass an examination

## candidate

NOUN

FORMAL someone who is taking an examination



## certificate

NOUN

an official document stating that you have passed an examination, successfully completed a course, or achieved the necessary qualifications to work in a particular profession

## crib

NOUN

INFORMAL a sheet of paper or piece of work containing information that a student uses for cheating in an examination

## crib sheet

NOUN

a sheet of paper containing information that a student uses dishonestly in an examination

## exam

NOUN

EDUCATION an important test of your knowledge, especially one that you take at school or university

## exam

NOUN

relating to an exam or exams

## examination

NOUN

EDUCATION FORMAL an exam

## examiner

NOUN

someone whose job is to test people's knowledge or ability

## exam paper

NOUN

BRITISH the list of questions that someone must answer during an examination

## exam paper

NOUN

BRITISH the paper that you write your answers on in an examination

## invigilate

VERB

BRITISH to watch students who are taking an examination in order to make sure that they do not cheat. Someone who does this is called an invigilator.

## invigilator

NOUN

BRITISH someone who watches students while they are taking an exam to make sure that they do not cheat

## mock

ADJECTIVE

EDUCATION a mock test, interview etc is one that you do in order to practise for a real one

## mock

NOUN

BRITISH an examination that you take for practice before an important examination

## moderate

VERB

EDUCATIONBRITISH to check that the marks given in an examination are fair and correct

## moderation

NOUN

EDUCATIONBRITISH the process of checking that the marks given in an examination are fair and correct

## moderator

NOUN

BRITISH someone whose job is to check that the marks given in an examination are fair and correct

## multiple-choice

ADJECTIVE

giving you several answers from which you have to choose the one that you think is correct

# paper

NOUN

EDUCATIONBRITISH an examination, or the answers that a student has written

# proctor

NOUN

AMERICAN someone who invigilates examinations

# rubric

NOUN

FORMAL a set of instructions at the beginning of a document, for example at the top of an examination paper

# script

NOUN

EDUCATIONBRITISH a set of papers that a student writes their answers on in an examination

# set

VERB

EDUCATIONBRITISH to produce questions or an examination paper for students to answer

# test

NOUN

a set of written or spoken questions used for finding out how much someone knows about a subject. A test is less formal than an exam

## testing

NOUN

the activity of giving someone or something an examination, or of checking something to find out if it works

## through

ADJECTIVE

if you get through an examination or test, you succeed in passing it

## unseen

NOUN

**BRITISH** a piece of writing in a foreign language that you have to translate without having seen it before, especially as part of an examination

# Learning

**APPLY A RULE:** To state a rule as it applies to a situation, object or event that is being analyzed. The statement must convey analysis of a problem situation and/or its solution, together with the name or statement of the rule that was applied.

**ASSESS:** To stipulate the conditions by which the behavior specified in an objective may be ascertained. Such stipulations are usually in the form of written descriptions. For obvious reasons, assess is rarely used as a verb in learning objectives at the elementary school level.

**CLASSIFY:** To place objects, words, or situations into categories according to defined criteria for each category. The criteria must be made known to the student.

**COMPOSE:** To formulate a composition in written, spoken, musical or artistic form.

**CONSTRUCT:** To make a drawing, structure, or model that identifies a designated object or set of conditions.

**DEFINE:** To stipulate the requirements for inclusion of an object, word, or situation in a category or class. Elements of one or both of the following must be included: (1) The characteristics of the words, objects, or situations that are included in the class or category. (2) The characteristics of the words, objects, or situations that are excluded in the class or category. To define is to set up criteria for classification.

**DEMONSTRATE:** The student performs the operations necessary for the application of an instrument, model, device, or implement. NOTE: There is a temptation to use demonstrate in objectives such as, "the student will demonstrate his knowledge of vowel sounds." As the verb is defined, this is improper use of it.

**DESCRIBE:** To name all of the necessary categories of objects, object properties, or event properties that are relevant to the description of a designated situation. The objective is of the form, "The student will describe this order, object, or event," and does not limit the categories that may be used in mentioning them. Specific or categorical limitations, if any, are to be given in the performance standards of each objective. When using this verb in an objective, it is helpful to include a statement to the effect of what the description, as a minimum, must reference.

**DIAGRAM:** To construct a drawing with labels and with a specified organization or structure to demonstrate knowledge of that organization or structure. Graphic charting and mapping are types of diagramming, and these terms may be used where more exact communication of the structure of the situation and response is desired.

**DISTINGUISH:** To identify under conditions when only two contrasting identifications are involved for each response.

**ESTIMATE:** To assess the dimension of an object, series of objects, event or condition without applying a standard scale or measuring device. Logical techniques of estimation, such as are involved in mathematical interpolation, may be used. See MEASURE.

**EVALUATE:** To classify objects, situations, people, conditions, etc., according to defined criteria of quality. Indication of quality must be given in the defined criteria of each class category. Evaluation differs from general classification only in this respect.

**IDENTIFY:** To indicate the selection of an object of a class in response to its class name, by pointing, picking up, underlining, marking, or other responses.

**INTERPRET:** To translate information from observation, charts, tables, graphs, and written material in a verifiable manner.



**LABEL:** To stipulate a verbal (oral or written) response to a given object, drawing, or composition that contains information relative to the known, but unspecified structure of these objects, drawings, or compositions. Labeling is a complex behavior that contains elements of naming and identifying.

**LOCATE:** To stipulate the position of an object, place, or event in relation to other specified objects, places, or events. Ideational guides to location such as grids, order arrangements and time may be used to describe location. Note: Locate is not to be confused with IDENTIFY.

**MEASURE:** To apply a standard scale or measuring device to an object, series of objects, events, or conditions, according to practices accepted by those who are skilled in the use of the device or scale.

**NAME:** To supply the correct name, in oral or written form for an object, class of objects, persons, places, conditions, or events which are pointed out or described.

**ORDER:** To arrange two or more objects or events in accordance with stated criteria.

**PREDICT:** To use a rule or principle to predict an outcome or to infer some consequence. It is not necessary that the rule or principle be stated.

**REPRODUCE:** To imitate or copy an action, construction, or object that is presented.

**SOLVE:** To effect a solution to a given problem, in writing or orally. The problem solution must contain all the elements required for the requested solution, and may contain extraneous elements that are not required for solution. The problem must be posed in such a way that the student that the student is able to determine the type of response that is acceptable.

**STATE A RULE:** To make a statement that conveys the meaning of the rule, theory or principle.

**TRANSLATE:** To transcribe one symbolic form to another of the same or similar meaning

## BUSINESS



- **to balance the books:** to not spend more money than you are earning
- **to be self-employed:** to work for yourself/to not work for an employer
- **to cold call:** to make a sales call to someone without asking them for permission first
- **cut throat competition:** when one company lowers its prices, forcing other companies to do the same, sometimes to a point where business becomes unprofitable
- **to do market research:** to do research into what potential customers would or wouldn't buy
- **to draw up a business plan:** to write a plan for a new business
- **to drum up business:** to try to get customers
- **to earn a living:** to earn money
- **to go bust:** when a business is forced to close because it is unsuccessful
- **cash flow:** the money coming in and going out of a business
- **to go into business with:** to join another person to start or expand a business
- **to go it alone:** to start your own business
- **to go under:** (see 'to go bust')
- **to have a web presence:** to have a website or social media profile that showcases your business
- **to launch a product:** to start selling and promoting a new product
- **to lay someone off:** when a company ends an employee's contract of employment

- ***lifestyle business***: a business that is set up to bring in a sufficient income and no more
- ***to make a profit***: to earn more money than it costs to run the business
- ***niche business***: a business that serves a small, particular market
- ***to raise a company profile***: to make more people aware of a business
- ***to run your own business***: to have a business of your own
- ***sales figures***: a report of the income a company generates through sales of products or services
- ***to set up a business***: to start a business
- ***stiff competition***: strong competition from other companies in the same area of work
- ***to take on employees***: to employ people
- ***to take out a loan***: to borrow money
- ***to win a contract***: when a business gets legally-binding work with an individual or company
- ***to work for yourself***: (see 'to be self-employed')

## Employment

When you are officially accepted into a new job at a company, you are hired by the company. For example, "I was hired by an insurance company just two weeks after graduating from college."

When you're hired, you become an employee of the company. The company becomes your employer. The other employees in the company are your colleagues or coworkers. The person above you who is responsible for your work is your boss or supervisor.

You can work full-time (usually about 40 hours per week) or part-time (usually 15-25 hours per week). A small number of companies offer flex-time, meaning the

employee can set his/her own schedule. In some jobs, you work shifts – meaning the hours aren't the same every day; instead, you work a specific block of hours that the manager schedules. If you work overtime, it means you work extra hours in addition to your normal schedule.

We typically use the expression go to work for arriving at work, and get off work for leaving work. For example, "I go to work at 8:30, and I get off work at 5." Your commute is how long it takes you to arrive at work by car or public transportation. For example, "I have a 20-minute commute." Some jobs allow you to work remotely – that means you can work from home or another place with an internet connection, and you communicate with your coworkers by phone, e-mail, and video conferencing.

As an employee of the company, you earn a salary - money you receive regularly for your work. Don't make the mistake of saying "win a salary" - the correct verb is "earn." If you're good at your job, you might get a pay raise (or a raise) - an increase in your salary. You could also get a promotion - an increase in importance [www.espressoenglish.net](http://www.espressoenglish.net) © Shayna Oliveira 2017 and authority.

At the end of the year, some companies give their employees a bonus - extra money for work well done. The opposite of "hire" is fire - when your company forces you to leave your job. For example, "Peter was fired because he never came to work on time."

Usually if someone is fired, it's because they did something bad. If an employee loses his or her job because of a neutral reason, like the company reducing its size, then we say the employee was laid off. For example, "Donna was laid off when her company started having financial problems." If you decide to leave your job, there are three verbs you can use:

- I'm going to quit my job.
- I'm going to leave my job.
- I'm going to resign.

"Quit" is informal, "resign" is formal, and "leave" can be formal or informal. When an old person decides to stop working, the verb for this is retire.

In most countries, people retire around age 65. If you're older than that and you've stopped working, you can describe your current situation by saying, "I'm retired."

## Knowledge&Ability Vocabulary



## hands-on experience

knowledge or skill that someone gets from doing something rather than just reading about it or seeing it being done:

*They will participate in workshops and get hands-on experience leading classes.*

## acumen

*noun* [U]

UK /'æk.jə.mən/ US /ə'kju:.mən/FORMAL

skill in making correct decisions and judgments in a particular subject, such as business or politics:

*She has considerable business/financial acumen.*

## a magic touch

a special ability to do something very well:

*The film's success will no doubt please the 46-year-old director, who was rumoured to have lost his magic touch.*

# as (if) to the manner born

FORMAL

If you do something as (if) to the manner born, you do it very well and very naturally as if it is usual and easy for you.

## astute

adjective

UK /ə'stʃu:t/ US /ə'stu:t/

able to understand a situation quickly and see how to take advantage of it:  
*an astute investor/businesswoman*

## perspicacity

noun [U]

UK /ˌpɜːspɪ'kæ.s.ə.ti/ US /ˌpɜː.spɪ'kæ.s.ə.ti/ FORMAL APPROVING

the ability to understand things quickly and make accurate judgments:  
*a woman of exceptional perspicacity*

**Job flexibility (expression)** gives employees flexibility on how long, where and when they work.

**Nine-to-five work (phrase)** the normal work schedule for most jobs

**Lucrative income (phrase)**- creating high-income

**High-end (adj)**

the most sophisticated, and typically the most expensive product in a line

**Splurge on**

**something (phrase)** to spend a lot of money on someone or something

**Dead tired (adj):** exhausted

**All day long (phrase):** during the entire day

**Overwhelming (adj)** very intense



**Sedentary lifestyle** (phrase): a type of lifestyle with little or no physical activity

**Hectic** (adj) busy

**Up to my ears in something** (phrase) busy doing something

**Down the road** (idiom) in the future

**Yearn for** (phrase) to feel a powerful desire for something

- be of common sense: something are widely known  
Ex: The fact that “the sun rises in the east and set in the west” is of common sense.
- go through: study carefully about  
Ex: Collins went through every legal book she could find.
- vacancy: a job that no one is doing and is available for someone new to do.  
Ex: There is a vacancy for a shop assistant on Saturdays.
- stand out: to be much better than other similar things or people  
Ex: We had lots of good applicants for the job, but one stood out from the rest.
- take into account: to consider or remember something when judging a situation  
Ex: A good architect takes into account the building’s surroundings.
- get through: to manage to deal with a difficult situation  
Ex: I just have to get through the first five minutes of my speech, and then I’ll be fine.

**Dominant** (adj) prevalent, popular

**Commute** (v) travel some distance between one’s home and place of work on a regular basis

**Cost-saving** (adj) serving to reduce expenses, especially in business

**Time-consuming** (adj) something that is time-consuming takes a long time to do

**End up** (v) to be in a particular state after doing something or because of doing it

**When it comes to (doing) something** (phrase) speaking about something

**Give something some thought** (phrase) to think carefully about something

**Take something into consideration** (phrase) to think carefully about something

- To the best of one's recollection: something in the past they can recall
- resolution: a firm decision to do or not to do something.
- come up to: approach someone
- All of a sudden: Suddenly
- Make out: understand, hear
- accent: a distinctive mode of pronunciation of a language, especially one associated with a particular nation, locality, or social class.
- show sb the way to...: give sb direction to somewhere
- necessities: something necessary for daily life: water, food,...
- Make the most of: to use something as much as possible
- take in: understand
- polish up: improve
- regardless of: without being affected or influenced by anything else that happens or exists

# SAMPLE SPEAKING PART 3

## Questions

### 1. Which jobs would you say are most respected in your country?

Well, I have never thought about this, but I reckon that professional careers such as the fields of law, education, and medicine may be the most **highly-acclaimed** ones. It is mainly because of the fact that people working in these fields can easily **earn lucrative income** compared to others.

### 2. Some people say it's better to work for yourself than be employed by a company. What's your opinion?

Well, I used to be a full time employee & felt very stressful. To be specific, most of the time, I had a **hectic schedule** & was **up to ears in heavy workloads** to **meet deadlines**. Therefore, although **running my own business** is really challenging, I do feel far more comfortable with it.

### 3. What changes in employment have there been in recent years in your country?

As far as I know, more and more people, especially the young generations are involved in setting up their own businesses. Thus, the “start-up” community is now more alive than ever, especially tech startups.

### 4. What are some of the important things a candidate should find out before accepting a job?

Well, this is an interesting question. If I were offered a job, I would definitely **go through** the company's **compensation package** such as salary, allowances, **maternity or paternity leave**, insurance, **pension plans**, vacations, etc. Also, I'd need to know about my area of responsibilities so that I can make sure that I will not be **overwhelmed with heavy workloads down the road**.

Main <b>skills and qualities</b> employers look for	This means <b>you can</b>	<b>Adjectives and nouns</b> that describe people with these skills	<b>Verbs</b> you can use to write or talk about these skills
<b>communication skills</b> (oral and written)	speak effectively ask meaningful questions express ideas and opinions persuasively interpret different points of view write good English provide suitable feedback to verbal and written communications	accurate articulate communicative expressive persuasive	address articulate author communicate compose consult contact convince correspond draft edit explain express formulate influence interpret negotiate outline persuade present promote propose respond
<b>interpersonal skills</b>	relate to and deal with other people resolve conflict	troubleshooter supportive	counsel encourage guide listen mediate motivate resolve negotiate

			perceive (feelings, emotions) support
<b>teamwork skills</b>	work with other people productively share information support and represent other team members be open to colleagues' ideas shoulder your fair share of the work	team player enthusiastic supportive co-operative constructive motivated	aid assist collaborate contribute co-operate participate (in) represent stand in (for) support take part (in)
<b>organisation, management and leadership skills</b>	supervise, direct and guide other people follow a plan through lead a team towards goals do more than one thing at a time	assertive creative detailed thinker goal-oriented leading managerial methodical multitasking (well-)organised responsible results-oriented	administer appoint arrange assign attend to details authorise brainstorm chair (meetings, discussions) consolidate co-ordinate decide (on) define delegate develop direct encourage establish execute follow through (on) follow up (on) handle (details or questions) implement (decisions) judge lead manage (other people)

			<p>meet (goals, deadlines)</p> <p>monitor</p> <p>motivate</p> <p>multitask</p> <p>obtain</p> <p>order</p> <p>organise</p> <p>oversee</p> <p>plan</p> <p>prepare</p> <p>prioritise</p> <p>share</p> <p>run (meetings)</p> <p>schedule</p> <p>streamline</p> <p>supervise</p> <p>verify</p> <p>work together</p> <p>work collaboratively</p>
<b>initiative</b>	<p>see what needs doing without being told</p> <p>do something beyond your job description</p> <p>make decisions on your own</p> <p>be spontaneous</p>	<p>dynamic</p> <p>independent</p> <p>pro-active</p> <p>quick learner</p> <p>quick thinker</p> <p>self-accountable</p> <p>self-aware</p> <p>self-managing</p> <p>self-motivated</p> <p>self-starter</p> <p>spontaneous</p>	<p>decide (for yourself)</p> <p>found</p> <p>initiate</p> <p>manage (your own time)</p> <p>prioritise</p> <p>seize (opportunities)</p> <p>take (the initiative)</p> <p>think on your feet</p> <p>work on your own</p>
<b>adaptability</b>	<p>learn new methods</p> <p>learn new skills</p> <p>be open to new ideas</p> <p>not feel threatened by change</p> <p>be prepared to relocate</p>	<p>adaptable</p> <p>adjustable</p> <p>flexible</p> <p>mobile</p> <p>open-minded</p> <p>willing (to adapt)</p>	<p>accept</p> <p>adapt (to)</p> <p>adjust (to)</p> <p>change</p> <p>learn</p> <p>relocate</p>



<b>analytical, research and planning skills</b>	<p>conceptualise future needs</p> <p>identify problems and their causes</p> <p>find solutions</p> <p>look at a situation from different angles</p> <p>deal with information</p> <p>collect and record data</p>	<p>accurate</p> <p>analytical</p> <p>resourceful</p> <p>thoughtful</p>	<p>appraise</p> <p>analyse</p> <p>calculate</p> <p>check</p> <p>clarify</p> <p>classify</p> <p>collate</p> <p>compare</p> <p>compile</p> <p>define (needs and goals)</p> <p>detect</p> <p>determine</p> <p>develop</p> <p>diagnose</p> <p>evaluate</p> <p>examine</p> <p>extract (information)</p> <p>explore</p> <p>forecast</p> <p>identify (problems)</p> <p>gather (information)</p> <p>imagine alternatives</p> <p>inspect</p> <p>interpret</p> <p>investigate</p> <p>keep record (of)</p> <p>predict</p> <p>process</p> <p>research</p> <p>retrieve information</p> <p>set goals</p> <p>solve (problems)</p> <p>test</p>
<b>numeric, computer and technical skills</b>	<p>prepare information</p> <p>process data</p> <p>present findings</p>	<p>innovative</p> <p>numerate</p> <p>number-literate</p> <p>computer-literate</p>	<p>adapt</p> <p>adjust (figures)</p> <p>apply</p> <p>budget</p> <p>calculate</p> <p>collate</p>

			compile (statistics) compute construct design engineer implement install operate produce program repair simulate upgrade utilise transmit
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# Words with Translations

## Telecommuting Vocabulary



telecommuting — дистанционная работа

teleworking — дистанционная работа

telecommute — работать на дому, удаленно

telecommuter — сотрудник, работающий на дому с ПК

freelance — внештатный

workplace — рабочее место

workflow — рабочий процесс

work remotely — работать удаленно

potential pitfall — возможные ловушки

micromanage — конторлировать каждый шаг

economically sound — экономически безопасное (обоснованн)

eco-conscious companies — компании, думающие об экологии

environmentally friendly — не наносящий ущерба окружающей среде, не загрязняющий окружающую среду

working environment — рабочая обстановка/среда

be mindful of — учитывать, иметь в виду

business requirements — бизнес-требования

disabled workers — работники с ограниченными возможностями

track their work hours — отслеживать свои рабочие часы

commuting — ежедневные поездки на работу

time-saving — экономящий время

at your disposal — в вашем распоряжении

convenience — удобство

traffic burden on the roads — транспортные нагрузки на дорогах

office workers — офисные работники

technological developments — технологические разработки

hard drive — жёсткий диск

take regular backups — делать регулярные резервные копии

firewall — защитная система

removal software — удаление программного обеспечения

adware — бесплатное ПО с размещенной в ней рекламой

malware — вредоносное ПО

anti-virus protection software — антивирусная защита программного обеспечения

peripherals — внешнее оборудование

precaution — меры предосторожности

interconnection — взаимосвязь

at stake — быть поставленным на карту

misinterpret — неверно истолковывать

personal aspect — личностный аспект

feel vulnerable — чувствуют себя уязвимыми

face to face contact — личный контакт/общение

severe frustration — сильнейшее разочарование

sanity — здравомыслие

determine own working schedule — определить собственный рабочий график

benefactor — покровитель  
wide scope — широкий спектр  
employee — сотрудник  
employer — работодатель  
the world is your oyster — всё в твоих руках  
e-commerce — электронная торговля  
work-life balance — баланс между работой и личной жизнью

## IELTS & TOEFL Education Vocabulary

Тема «Образование» — одна из наиболее популярных тем на тестах TOEFL, IELTS

- comprehensive school — общеобразовательная школа
- pupil power — ученическое самоуправление
- top-tier institutions — учреждения верхнего уровня
- MOOCs, massive open online courses — массовые открытые дистанционные курсы
- traditional institutions — традиционные учреждения
- high drop-out rates — высокий процент отчисления
- graduate diploma — диплом о высшем образовании
- professional degree — профессиональная степень
- correspondence course (= distance learning) – курс удаленного обучения
- take/set examinations – сдавать экзамены
- reset examinations – пересдавать экзамены
- job prospects — перспективы работы
- ultimate payoff — окончательная окупаемость
- financial burden — финансовый груз
- enormous endowments — огромные вклады (пожертвования)
- less affluent students — менее обеспеченные студенты
- recent graduates with bachelor's degrees are among the most indebted — выпускники со степенью бакалавра среди наиболее обременённых долгами
- enrollment more than doubled — набор увеличился более чем в 2 раза
- tutorial — учебное пособие

- to keep pace with the growing student body — идти в ногу с растущим количеством студентов
- state-subsidized higher education — высшее образование, субсидируемое государством
- to become mired in a financial morass — увязнуть в финансовом болоте
- sharp increases in tuition — резкое возрастание оплаты за обучение
- regardless of their financial circumstances — не считаясь с их финансовыми обстоятельствами
- talented alumni — талантливые выпускники
- grants and scholarships — гранты и стипендии
- campus tours — туры по университетскому городку
- admissions officers — сотрудники приёмной комиссии
- ever-escalating price of a college degree — всё возрастающая цена университетской степени
- marking criteria — критерии оценки
- exams can encourage surface learning — экзамены могут потворствовать поверхностному изучению
- a possibility of plagiarism — возможность плагиата
- to perform significantly better — показать существенно лучший результат
- students are tempted to cheat — студенты чувствуют искушение обмануть
- to attain proficiency in another language — достичь мастерства во владении другим языком
- the optimal age for language learning — оптимальный возраст для изучения языка
- there are cognitive benefits to early childhood bilingualism — существуют когнитивные преимущества для ранней детской билингвальности
- to demonstrate academic gains in other areas — показать академические достижения в других областях
- to have advantages in relation to their monolingual peers — обладать преимуществом по сравнению с монолингвальными одноклассниками
- academic achievement — академические достижения
- the global economy increasingly values specialists over generalists — в глобальной экономике специалистов ценят больше, чем универсалов
- tremendous educational value — огромная образовательная ценность
- the value of college connections — ценность университетских связей
- to broaden horizons — расширять горизонты

- to strengthen analytic and reasoning skills — улучшать аналитические навыки и умение аргументировать